

Contract No.:

Date: October 5-6, 2015

Invoice

Destination of Invoices:
Public Safety and Emergency
Preparedness Canada
Attn.
P.O. Box 9732, Postal Station "T"
Ottawa, Ontario
K1G 4G4

Vendor/Firm Name and Address:

Professional Fee (via telephone)

Summary Paper ✓

Travel and Living Allowance

Transportation Means

Mileage

Taxis/Parking/Shuttles

Hotel

Per Diem Summary (see back)

Breakfast (Max. \$16.00 CAD/d)

Lunch (Max. \$16.60 CAD/d)

Dinner (Max. \$42.80 CAD/d)

Incidentals (Max. \$17.30 CAD/d)

Grand total:

Total Contract Value not to exceed

Contract No.

CERTIFIED PURSUANT TO SECTION 34 OF THE FAA
CERTIFIÉ CONFORMÉMENT À L'ARTICLE 34 DE LA LGFP

PRINT NAME / NOM (LETRES MOULÉES)

SIGNATURE

DATE OF RECEIPT OF GOODS OR SERVICES
DATE DE RÉCEPTION DES BIENS OU DES SERVICES

DATE OF RECEIPT OF INVOICE
DATE DE RÉCEPTION DE LA FACTURE

FINANCIAL CODING OR COMMITMENT/OBLIGATION #
CODAGE FINANCIER OU No. ENGAGEMENT/OBLIGATION

PAID / PAYÉ

EV No.

Vendor Code U

Audited

Date 15.10.22

P.U.R. -

See attached

(Signature)

Please remit to:
Wire Transfer

Contract No.:

Date: October 5-6, 2015

Invoice (Con't)

Per Diem Breakdown

Date (Exchange Rate)	Breakfast Max. \$16.00 CAD/d	Lunch Max. \$16.60 CAD/d	Dinner Max. \$42.80 CAD/d	Incidentals Max. \$17.30 CAD/d
October 4, 2015				
October 5, 2015				
October 6, 2015				
October 7, 2015				
Totals	Breakfast	Lunch	Dinner	Incidentals

From:
Sent: 8-Oct-15 4:50 AM
To:
Subject: Fw: Thank you! -
Attachments: Canada contract.pdf; Canada Invoice.doc

Sent from my BlackBerry 10 smartphone on the Rogers network.

From:
Sent: Wednesday, October 7, 2015 8:45 PM
To:
Cc:
Subject: Re: Thank you! -

Many thanks

I have added the signed contract scanned and attached.

I have also attached an invoice, but of course, as I did not physically travel to Canada, this only included the professional fees for the presentation and paper.

I will also mail the original separately to the address requested. Just for clarification. The invoice is for

Rgds

On 8 October 2015 at 02:13,

wrote:

Hello

I want to take this opportunity to first say thank you for presenting via tele-conference call at the Conference
earlier this week, – it is sincerely appreciated.

Since you were not able to travel to Ottawa, you will find attached a copy of your contract. You can simply sign your initials at the top right corner of the first page of the document and date it, and return it to me (scanned copy is fine).

We will then be able to process things so that our Finance Office can release payment accordingly.

Thank you again,

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SUR LA PROTECTION DES RENSEIGNEMENTS
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Public Safety and
Emergency Preparedness Canada
Sécurité publique et
Protection civile Canada

8/10/15

P.O. Box 9732, Station "T"
Ottawa, ON
K1G 4G4

July 21, 2015

Dear

Subject:

This letter confirms the award of Contract
detailing of our agreement terms and conditions:

to

The following is a

Requirement/Scope of Work

Canada (referred to in the contract as "Canada") represented by Department of Public Safety and
Emergency Preparedness of Canada (PSEPC) (referred to in the contract as the "Minister") requires the
provision of services for a two-day conference during which a presentation will be given as well as
submitting a 1500-word summary paper.

Standard Acquisition Clauses and Conditions Manual

All general terms, conditions and clauses identified herein by title, number and date, are set out in the
Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services
Canada (PWGSC). An electronic version of the Manual is available on the PWGSC Website:
<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/en>

Terms and Conditions of the Contract

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the general
terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by
reference into and form part of this Contract as though expressly set out herein, subject to any other
express terms and conditions herein contained.

General Conditions

2010B - Professional Services (2015/07/01)

Applicable Laws

This Contract shall be interpreted and governed, and the relations between the Parties, determined by the
laws in force in Ontario.

Contracting Authority

The Contracting Authority identified hereunder and/or her designate is responsible for the management of
the contractual aspects of this work. Any issues of a contractual nature are to be addressed to her attention
and/or that of her designate.

Canada

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From:
Sent: 2-Oct-15 8:23 AM
To:
Subject: RE: final group listing -
Attachments: (Contract).pdf

Since [redacted] will not be here to sign his contract but will do his presentation via teleconference, could you have him sign his contract and return via email.

Thanks,

From:
Sent: 1-Oct-15 11:57 AM
To:
Subject: final group listing -

[redacted] here is the [redacted] final group listing further to the recent modifications (ie: cancellation of [redacted] who will not be coming to Ottawa due to [redacted])

The list does not entail



P.O. Box 9732, Station "T"
Ottawa, ON
K1G 4G4

July 21, 2015

Dear

Subject: Letter of Agreement - Contract #

This letter confirms the award of Contract #
detailing of our agreement terms and conditions:

The following is a

Requirement/Scope of Work

Canada (referred to in the contract as "Canada") represented by Department of Public Safety and Emergency Preparedness of Canada (PSEPC) (referred to in the contract as the "Minister") requires the provision of services for a two-day conference during which a presentation will be given as well as submitting a 1500-word summary paper.

Standard Acquisition Clauses and Conditions Manual

All general terms, conditions and clauses identified herein by title, number and date, are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). An electronic version of the Manual is available on the PWGSC Website:

<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

Terms and Conditions of the Contract

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract as though expressly set out herein, subject to any other express terms and conditions herein contained.

General Conditions

2010B - Professional Services (2015/07/03)

Applicable Laws

This Contract shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Ontario.

Contracting Authority

The Contracting Authority identified hereunder and/or her designate is responsible for the management of the contractual aspects of this work. Any issues of a contractual nature are to be addressed to her attention and/or that of her designate.

Technical Authority

Public Safety and Emergency Preparedness Canada (PSEPC)

P.O. Box 9732, Station "T"
Ottawa, Ontario, K1G 4G4

The Technical Authority is responsible for all matters concerning the technical content of the Work under this Contract. Any proposed changes to the scope of the Work are to be discussed with the Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

Contract Period: will be between October 5 and 6, 2015.

Basis of Payment:

Professional Fees:
Travel and Living Allowance
Total Contract Value (Upset Ceiling)

Notes to Basis of Payment:

1. The Contractor's professional fee will remain firm for the entire contract duration.
2. Non-residents may be subject to a tax withholding of 15 percent of the price pursuant to the *Income Tax Act*, R.S.C. 1985, c. 1 (5th Supp.)
3. Travel & Living Expenses
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Only original receipts will be accepted for contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

Invoicing Instructions:

Please send your original invoice to the following address:

Government of Canada –
P.O. Box 9732, Postal Station "T"
Ottawa, Ontario K1G 4G4
Attention:

For reference purposes, invoice documents should quote **Contract #**

If you concur with the aforementioned details, please initial the front page and return a copy to the Contracting Authority.

We look forward to a successful presentation.

Sincerely,

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Public Safety
Canada

Sécurité publique
Canada

Date: March 21, 2014

CONTRACT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price or prices set out therefor.

The Vendor / Firm hereby accepts/acknowledges this contract.

Signature

Name, title of person authorized to sign

Date

Vendor/Firm Name and Address:

F.O.B.
Destination

Destination of Goods and Services (and Invoices)
Public Safety and Emergency Preparedness Canada
Attn. Academic Outreach
P.O. Box 9732, Postal Station "T"
Ottawa, Ontario
K1G 4G4

HST: 13%
Total Est. Cost (Applicable Taxes Incl.):

CAD

Approved for the Minister	
Signature	2014-03-04
Date	

Certified that an unencumbered balance is available to meet this commitment.	
Signature	mar. 11/14
Date	

Canada

Date: March 21, 2014

Requirement/Scope of Work:

Her Majesty the Queen in right of Canada (referred to in the contract as "Her Majesty") represented by Department of Public Safety and Emergency Preparedness Canada (PSEPC) (referred to in the contract as the "Minister") requires the following professional consulting services:

The Contractor agrees to provide the above noted services. Contract deliverables will be as per those described

General Conditions:

Appendix "A" - General Conditions 2010B (2013/06/27)

<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

Applicable Laws

This Contract shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Ontario.

Precedence of Documents:

The documents specified below form part of and incorporated into the Contract. If there is a discrepancy between the wording of any document and the wording of the document which appears in the list, the wording of the document which appears first on the list shall prevail over the wording of any document which subsequently appears on the list.

A) These articles of agreement

B) Appendix A - General Conditions 2010B (2013/06/27)

Contracting Authority:

Public Safety and Emergency Preparedness Canada (PSEPC)

Attn.

P.O. Box 9732, Station "T"

Ottawa, Ontario

K1G 4G4

Attention:

The Contracting Authority is responsible for all matters concerning the technical content of the Work under the requirement and the management of the contractual aspects of the contract. Any changes to the requirement must be authorized in writing, by the said Authority. No work is to be performed in excess of or outside the scope of this requirement based on instructions from any Government personnel other than the Contracting Authority.

Period of Contract:

The Contract is in effect on March 21, 2014.

Date: March 21, 2014

Basis of Payment:

Professional Fees:

Paper (summary paper)

Estimated Travel and Living Allowance

Sub-total

HST/GST @ 13%, if applicable

Total Contract Value (Upset Ceiling)

Notes to Basis of Payment:

1) The Contractor's professional fee will remain firm for the entire contract duration.

2) Non-residents will be subject to a tax withholding of 15 percent of the price pursuant to the Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.)

3) Travel & Living Expenses

- Reimbursement of authorized travel and living expenses will adhere to federal legislation as required under the Financial Administration Act (FAA) and Treasury Board Government Travel and Living Accommodation Policies: Travel Directive and Special Travel Authorities as they refer to travellers and persons on contract.

- The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

- All travel must have the prior authorization of the Technical Authority.

- All payments are subject to government audit. Only original receipts will be accepted for contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

Method of Payment:

Payments by Her Majesty shall be made to the Contractor within thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the contract.

The Contractor shall submit to Her Majesty, invoices upon completion of the project.

Payments by Her Majesty shall not be construed as evidence that work, material or any part thereof is completed satisfactory, or is in accordance with the contract.

If Her Majesty has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt she shall notify the Contractor of the nature of the objection.

For reference purposes all documentation should quote

Invoicing:

Original and two (2) copies are to be made out and sent to the Contract Authority specified herein.

Date: March 21, 2014

Expenditure Limitation - Contract:

The Contractor shall be paid the firm fixed price of (exclusive of HST/GST) for professional services as detailed herein, and the work is to be provided to the satisfaction of the Project Authority.

No increase in the total liability of Her Majesty or in the price of Work resulting from any design changes, modifications or interpretations of specifications, will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing, by the Contracting Authority, prior to their incorporation into the Work.

T1204 Government Service Contract Payments:

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies to contracts under applicable services contracts (including contracts involving a mix of goods and services) must be reported on T1204 Government Service Contract Payments slip. To enable departments and agencies to comply with this requirement, the Contractor is required to provide its Procurement Business Number (PBN) or its Social Insurance Number.



Public Safety and
Emergency Preparedness Canada

Sécurité publique et
Protection civile Canada

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PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

Date October 1, 2014

CONTRACT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price or prices set out therefor.

The Vendor / Firm hereby accepts/acknowledges this contract.

Signature

Name, title of person authorized to sign

Date

Vendor/Firm Name and Address

F.O.B.

Destination

Destination of Goods and Services (and Invoices)

Financial Codes

Public Safety and Emergency Preparedness Canada

Attn:

P.O. Box 9732 Postal Station "T"

Ottawa, Ontario

K1G 4G4

HST 13%

Total Est. Cost (Applicable Taxes Incl.)

Approved for the Minister

Certified that an unencumbered balance is available
to meet this commitment

Signature

Signature

Date

Date

Canada

Date: October 1, 2014

Requirement/Scope of Work

Her Majesty the Queen in right of Canada (referred to in the contract as "Her Majesty") represented by Department of Public Safety and Emergency Preparedness Canada (PSEPC) (referred to in the contract as the Minister) requires the following professional consulting services:

The Contractor agrees to provide the above noted services. Contract deliverables will be as per those described

General Conditions

Appendix "A" - General Conditions 2010B (2013/06/27)

<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

Applicable Laws

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A) These articles of agreement

B) Appendix A - General Conditions 2010B (2014/03/01)

Contracting Authority

Public Safety and Emergency Preparedness Canada (PSEPC)

Attn:

P.O. Box 9732, Station "T"

Ottawa, Ontario

K1G 4G4

Attention:

The Contracting Authority is responsible for all matters concerning the technical content of the Work under the requirement and the management of the contractual aspects of the contract. Any changes to the requirement must be authorized in writing, by the said Authority. No work is to be performed in excess of or outside the scope of this requirement based on instructions from any Government personnel other than the Contracting Authority.

Period of Contract

The Contract is in effect on October 1, 2014.

Date October 2014

Basis of Payment

Professional Fees

Paper (summary paper)

Estimated Travel and Living Allowance

Sub-total

HST/GST @ 13% if applicable

Total Contract Value (Upset Ceiling)

Notes to Basis of Payment

1) The Contractor's professional fee will remain firm for the entire contract duration

2) Non-residents will be subject to a tax withholding of 10 percent of the price pursuant to the Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.)

3) Travel & Living Expenses

- Reimbursement of authorized travel and living expenses will adhere to federal legislation as required under the Financial Administration Act (FAA) and Treasury Board Government Travel and Living Accommodation Policies (Travel Directive and Special Travel Authorities as they refer to travellers and persons on contract

- The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers" rather than those referring to "employees".

- All travel must have the prior authorization of the Technical Authority

- All payments are subject to government audit. Only original receipts will be accepted for contractors; photocopies of hotel bills, air tickets, etc. are not claimable

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The Contractor shall submit to Her Majesty invoices upon completion of the project

Payments by Her Majesty shall not be construed as evidence that work, material or any part thereof is completed satisfactory, or is in accordance with the contract.

If Her Majesty has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt she shall notify the Contractor of the nature of the objection

For reference purposes all documentation should quote

Invoicing

Original and two (2) copies are to be made out and sent to the Contract Authority specified herein

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Date: October 1, 2014

Expenditure Limitation - Contract

The Contractor shall be paid the firm fixed price of (exclusive of HST/GST) for professional services as detailed herein, and the work is to be provided to the satisfaction of the Project Authority

No increase in the total liability of Her Majesty or in the price of Work resulting from any design changes, modifications or interpretations of specifications, will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing, by the Contracting Authority, prior to their incorporation into the Work

T1204 Government Service Contract Payments

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies to contracts under applicable services contracts (including contracts involving a mix of goods and services) must be reported on T1204 Government Service Contract Payments slip. To enable departments and agencies to comply with this requirement, the Contractor is required to provide its Procurement Business Number (PBN) or its Social Insurance Number

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Letter of Agreement

And
Public Safety Canada

Public Safety Canada agrees to engage _____ for the purpose of developing and delivering executive education in a program specially designed for Public Safety Canada. This Letter of Agreement covers the program referred to as the _____ as part of Public Safety Canada's Senior Leaders Program. Program content may be reviewed from time to time, and changes made as mutually agreed. Any changes to the program which affect the terms outlined below (such as program length, number of participants, locale, etc...) shall result in a re-negotiation of price, to be agreed upon by both parties.

Program Design and Delivery

Location:

Cost:

for a 5-day program, running Monday to Friday.

The following is included in this cost:

- All faculty and instructor fees (including pre-program conference calls with stakeholders)
- All teaching and student materials including custom binders, licensing, applicable royalty fees and pre-program mail-outs
- Certification

The following is not included in this cost:

- Faculty and staff travel and accommodation to venue chosen, occurred at cost (.52 per km)
 - First faculty arrival will be on Sunday, January 19, 2014
- HBDIs @ _____ per participant
- Program management services (as outlined in Appendix A) @ _____ a day x 5 days

Payment Terms: To be invoiced on the completion date of session and paid within 30 days

Session Dates: January 20 to 24, 2014

¹ Invoicing for all costs associated with this program will be done by _____

Cancellation:

A session with a confirmed date may be cancelled 90 days or more prior to the starting date of that session with no penalty. The following cancellation penalties apply if the session is cancelled less than 90 days in advance of the starting date:

60 – 90 days	30% of the session fee
30 – 59 days	50% of the session fee
15 – 29 days	70% of the session fee
14 days or less	100% of the session fee

of Participants:

It is anticipated that an average of 35 people will attend each program.

Signed on behalf of

Signed on behalf of
Public Safety Canada

Name: _____
Title: _____
Date: August 12, 2013

Name: _____
Title: _____
Date _____

Appendix A

Program Management Services

Pre-Program Planning

- Coordinate all room requirements with Venue chosen
 - Classroom
 - Breakout rooms
 - Audio-visual requirements
- Coordinate all meal requirements and any special activities
 - Meals and breaks
 - Offsite meals
 - Special activities (wellness, recreation, company/individual celebrations, etc...)
- Manage all program material requirements
 - Course materials (cases, exercises, textbooks, articles, videos, etc...)
 - Participant materials (welcome packages, daily schedules, binders, nametags, certificates, class picture, etc...)
- Provide all participants with registration materials and course information in advance
 - Provide pre-work, if assigned
 - Make local travel arrangements as required (airport pick-up, etc...)

During the Program

- Ensure all rooms are set up properly and fully equipped
- Ensure all meals and activities are on-track
- Set up daily bulletin board/message centre
- Provide faculty support
- Provide participant support (special needs, emergency issues, etc...)
- Make local travel arrangements as required (airport drop-off, buses to outside events, etc...)

After the Program

- Summarize program evaluations, and arrange the debriefing meeting

Public Safety Canada

Via Email

March 11th 2014

Re: Proposals for Public Safety Canada

Dear

Thank you for taking the time to discuss your learning and development needs and requirements with [redacted] and I yesterday afternoon.

As per your request, on the following pages are proposals to provide your audience with access to

I look forward to discussing these proposals with you this afternoon.

Kind regards,

Employee Development Learning Solutions

proposal for Public Safety Canada

EDLS looks forward to working with Public Safety Canada on an initial pilot.

Proposal 1 (a) would provide up to

In keeping with the spirit of a pilot, if Public Safety Canada decides to acquire more licenses for a wider audience group at anytime throughout the first 12 months, the remaining value of the initial contract will be pro-rata credited towards the new contract.

For example, after 6 months, if the pilot has been a success and Public Safety Canada wishes to provide an audience of the remaining value of the initial contract (6 months) would be credited towards the value of that new contract.

Proposal 1 (b) indicates the total cost per annum of providing an audience of which is the intended audience size if the pilot is a success.

Proposal 1 (a) – details:

Number of Licenses:	
Number/Language of	Modules:
Customer Hosting:	
Customer Hosted	Support/Implementation:
Pre-Implementation	“Train-the-Trainer” Sessions:
Special Pricing:	

1-year contract – Annual License Fee:

Proposal 1 (b) – details:

Number of Licenses:	
Number/Language of	Modules:
Customer Hosting:	
Customer Hosted	Support/Implementation:
Pre-Implementation	“Train-the-Trainer” Sessions:
Special Pricing:	

3-year contract – Annual License Fee:

pilot proposal for Public Safety Canada

is composed of a set of case studies designed to help prepare managers for a variety of common, yet difficult situations they will encounter as leaders. These thought-provoking case examples illustrate best practice guidance on

There are 3 components to each of the 20 cases:

- 1) – a Microsoft Word document (to enable client customization and contextualization) to be either handed out or emailed to participants prior to a workshop.
- 2) Facilitation Guide – PDF document, fully scripted to enable facilitation during the workshop.
- 3) Student Handout – PDF document, detailing the case outcome, reviewing key concepts and containing application tools for participants to use after the workshop.

Proposal details:

Number of cases: up to 20

Audience size: Up to

English and French: Yes

1-year contract – Annual License Fee: